



**Position Announcement**  
**Legislative Assistant to Senator Kevin Ranker**

**MISSION STATEMENT:** To provide Sen. Ranker with all the necessary tools to successfully fulfill the obligations of his office by providing support services in the areas on communications, research, public relations and administration.

**SALARY AND LOCATION:**

- Salary: Starting at \$2940 month depending on experience and qualifications
- Location: Olympia, WA

**TYPICAL WORK:**

Communication:

- Works with constituents on casework and legislation; conducts research to respond appropriately; and
- Facilitates and coordinates communication between the member, legislators, staff, agencies and interested parties in the development, creation and progression of legislation.

Research:

- Tracks progression of member's bills through the legislative process, including following-up on committee hearings, securing committee testimony and preparing and maintaining bill files;
- Collects data on issues using a myriad of resources, analyzes material and prepares briefs; and
- Identifies and monitors district specific issues.

Public Relations:

- Represents the member at legislative and community events;
- Reviews and/or drafts articles, newsletters, notes, press releases and speeches; and
- Coordinates town hall meetings and district events.

Administration:

- Manages daily operation of district offices in Bellingham and Anacortes;
- Prioritizes member's schedule. Advises member of all appointments and meetings and provides background material. Arranges travel-related details;
- Supervises, trains, and assists in hiring session personnel and interns; and
- Performs other work as required.

**QUALIFICATIONS:** Successful candidates will have the following:

An ability to:

- Exercise professional judgment, discretion and confidentiality;
- Communicate effectively, both orally and in writing;
- Work independently and cooperatively with others;
- Perform accurately and efficiently under time constraints;

- Research and analyze policy issues, and organize information flow;
- Work in district offices in Bellingham and Anacortes during summer and fall;
- Work in Olympia during the legislative session; and
- Understand and competently operate legislative computer system.

A knowledge of:

- Committee and leadership structure in the Washington State Legislature;
- Legislative, administrative and judicial processes;
- The 40<sup>th</sup> Legislative District;
- Issues, policies and laws on a variety of subjects;
- Office and personnel management techniques; and
- Computer skills and technology.

Experience/Education:

- A college degree with major emphasis in political science, public administration, business or related field AND one year work experience; and
- Legislative experience appreciated.

**INTERESTED CANDIDATES** should send a cover letter, résumé, and a brief writing sample by October 15, 2010 to:

Sarah Bannister  
Liaison to Members' Offices  
Senate Democratic Caucus  
P.O. Box 40464  
Olympia, WA 98504-0464

Or via e-mail: [Bannister.sarah@leg.wa.gov](mailto:Bannister.sarah@leg.wa.gov)

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